InvoicingTemplate.com

replace the logo with your own image

BUSINESS NAME

Street Address

City, ST ZIP Code

Phone Number,Web Address, etc.

INVOICE

BILL TO

DATE
INVOICE #
PAYMENT TERM

	DESCRIPTION	HOURS	RATE	AMOUNT
1		1	10.00	10.00
2		0		
3		0		
4		0		
5		0		
6		0		
7		0		
8		0		

SUBTOTAL		10.00
DISCOUNT AMOUNT		2.00
TAX	8.000%	0.64

NOTES:

TOTAL	8.64
PAID	-
TOTAL DUE	8.64

THANK YOU FOR YOUR BUSINESS!

Sales Report

BUSINESS NAME

Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

Date:

From
To

Month	Date	Cost	Invoice #	Sales Rep.	Total	Paid	Balance Due

Customer Report

BUSINESS NAME

Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

Date:

From
To

Customer ID	Date	Name	Invoice #	Paid	Balance Due	Total

Product Report

BUSINESS NAME

Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

Date:

From
To

Product ID	Date	Invoice #	Description	Quantity	Price	Line Total	Unit Cost

Customer Statement

BUSINESS NAME
Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

Bill To:
ID:
Name:
Address:
City,ST ZIP:
Country:
Phone:

Balance forward	-
Current balance	-

Invoice total	-
Payment total	-

Statement Period:
From:
To:

Date	Description	Document#	Due Date	Status	Amount	Balance

Thank you for your business!

Sales Rep. Report

BUSINESS NAME
Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

Date:
From
To

Sales Rep.	Date	P.O. #	Invoice #	Cost	Total	Paid	Balance Due

Payment Report

BUSINESS NAME
Street Address
City, ST ZIP Code
Phone Number,Web Address, etc.

Date:
From
To

Type	Date	Invoice #	Check / Money Order #	Amount	Customer ID	Customer Name